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# TIPS on Personnel Management

## for SUPERVISORS



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from the Director of Personnel

*Carl B. Barnes*

U.S. Department of Agriculture - Washington 25, D.C.

SAFETY TIP NO. 1  
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FOR A SAFE FUTURE...

*Safety Now*

President Kennedy stated the Safety Policy for the Federal Service as:  
"It is the policy of the Federal Government to safeguard from injury all those who work for it."

I want this Department to have the best safety program in government.  
I ask for your cooperation in assuring that every employee understands and is expected to:

- . Work Safely
- . Help others work safely
- . Insist on safe conditions
- . Insist on safe practices
- . Insist on safe equipment
- . Practice safety both on and off the job
- . Assure the fullest protection for "The Public" in all contacts and arrangements
- . Cooperate in making this Department a safe and healthy place to work

"SAFETY NOW" reaches the goal which can in good conscience be no less than:

- GOAL
- . No Accidents
  - . No Injuries
  - . No Fatalities
  - . No Damages

- . Think Safety
- . Act Safely
- . Encourage Safety
- . Insist on Safety

PUT YOURSELF IN THE BUSINESS OF MAKING "SAFETY NOW" PAY OFF!

## REPORT ALL ACCIDENTS

### GET ALL THE FACTS

### TAKE CORRECTIVE ACTION

#### Principles

1. Record all clues. Factors of apparent insignificance often become determining factors when explored.

For example: One night some years ago a motorist drove past a railroad crossing guard into the side of a passing freight train. This resulted in a legal suit. At the trial the guard cinched the case for the railroad by testifying, "I waved my lantern several times but he drove on". Later, when given a meritorious award by railroad officials for risking his own life in an effort to stop the driver, he said, "Well, I was afeared that danged lawyer was gonna ask me whether my lantern was lit".

Obviously, the plaintiff's lawyer had not thought to ask a simple, obvious, but factual question.

2. Collect all facts available, then weigh their values and reach justified conclusions--avoid muddying the water with suppositions.
3. Make judgments carefully and set them forth logically.
4. Check out both physical hazards and unsafe acts, since both are contributing factors in many accidents.
5. Take corrective action as quickly as possible. If authority is lacking, ask for it in writing at once.
6. An accident inquiry and report cannot be rated as complete until needed corrective action is determined and taken.
7. Investigate all accidents--serious or not. Frequently, there is a very fine line between a serious and a non-serious accident. Sitting on a thumb tack can in the end prove to be the cause of a very serious accident and require tetanus shots or result in serious infection. Be that as it may, prevention of accidents in the first place is the important thing.

### Why Have Accident Reports?

One of the most important reasons for reporting an on-the-job accident is to secure complete facts for analysis as a basis for taking action aimed at preventing similar accidents.

Proper accident reporting is necessary to obtain information that will reflect accident causes, costs, conditions, injuries, deaths, equipment deficiencies, unsafe practices and responsibility. Accident reports are not designed for the purpose of establishing guilt or to win contests. They provide an effective method of getting full and complete facts as a basis for constructive safety programs.

### Who Should Report an Accident?

The supervisor should report the accident because he:

1. Knows the persons in the accident
2. Knows the sources of accident
3. Knows the causes of accident
4. Knows the work processes involved
5. Knows the work site or other location
6. Knows the equipment involved

Guidance for completion of accident reporting form, AD-278, "Supervisor's Report of Accident" and other accident reporting forms are contained in Title 8, Chapter 50 of the Department's Administrative Regulations and on the back of the report forms as appropriate. Also each agency issues appropriate instructions and guidelines for completion of the reports and their distribution. If the supervisor or other appropriate person is not available to investigate and report the accident, then a properly qualified Federal employee or committee preferably in the injured employee's own agency, should be designated to conduct the inquiry.

### How Soon Should an Accident Inquiry and Report Be Made?

At once if possible.

The accident inquiry should be made as soon after the accident as possible. Delay--any delay--can result in vital information being forgotten or overlooked and the removal or destruction of important evidence, either intentionally or unintentionally.

## What Questions Should Be Answered in All Accident Inquiries?

Who - was injured; the degree of injury

- witnessed the accident and how and where can they be reached

When - did it take place; time, date, etc.

Where - did it occur; locate precisely; make map or sketch

What - were the persons involved doing; equipment and machines, etc. were involved; damage was done to Federal and/or private property

How - did it happen; set forth all available facts

Why - did it happen; direct and indirect factors; weather; personal acts; etc.

Answers to these questions should provide positive information as to the corrective action necessary to prevent similar accidents.

## Accident Prevention

Taking corrective action at the earliest date possible following an accident is the most constructive thing that can be done then. Actually, there is no other benefit to be derived from an accident. Equipment changes, new methods, disciplinary action if justified, training, fitness for duty requirements, protective clothing, revised codes and standards or regulations, publicizing the causes, and inspection - inspection - inspection. These are some of the actions which, among others, can be taken promptly - and which will correct conditions which have caused accidents.

## Employee Protection

Prompt, complete and accurate reporting of every injury - no matter how minor - is essential to protect employees compensation benefits. The initial report is the basis for future claims when infection or complication might develop. Failure to make the required reports in accordance with the regulations can jeopardize the receiving of benefits which employees are entitled to under the Federal Employees Compensation Act.



Henry F. Shepherd  
Department Safety Officer